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# USAREUR Bulletin

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Number 13

HQ USAREUR/7A, Unit 29351, APO AE 09014

1 July 2001

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This bulletin expires 1 year from date of publication.

## USAREUR FREQUENCY MANAGEMENT OFFICE

The USAREUR Frequency Management Office (FMO) is part of the Command, Control, Communications, Computer, and Information Support Division, Office of the Deputy Chief of Staff, Information Management, HQ USAREUR/7A. The following applies to the FMO:

➤ **Location:** Building 31-South, Campbell Barracks, Heidelberg, Germany.

➤ **APO Address:** Commander, USAREUR/7A, ATTN: AEAIM-C-F, Unit 29351, APO AE 09014.

➤ **Office Symbol:** AEAIM-C-F.

➤ **Organizational E-mail Address:** DLFREQ@hq.hqusareur.army.mil.

➤ **Telephone:** 370-3071/3093/3094/3095.

## COMMUNICATIONS SECURITY

USAREUR personnel will not process, store, or send classified information on nonsecure telecommunications systems. DOD telecommunications systems include computer networks, fax machines, modems, telephones, and radios. Use of official DOD telecommunications systems constitutes user consent to information systems security monitoring.

Commanders will ensure the following telecommunications security notification requirements are met:

➤ Official Army telephone or communications directories published in USAREUR will display the following security notice on the front cover or prominently in the general information section:

### ATTENTION!

DO NOT PROCESS, STORE, OR TRANSMIT CLASSIFIED INFORMATION ON NONSECURE TELECOMMUNICATIONS SYSTEMS. OFFICIAL DOD TELECOMMUNICATIONS SYSTEMS—INCLUDING TELEPHONES, FACSIMILE MACHINES, COMPUTER NETWORKS, AND MODEMS—ARE SUBJECT TO MONITORING FOR TELECOMMUNICATIONS SECURITY PURPOSES AT ALL TIMES. USE OF OFFICIAL DOD TELECOMMUNICATIONS SYSTEMS CONSTITUTES CONSENT TO INFORMATION SYSTEMS SECURITY MONITORING.

➤ DD Form 2056 (Telephone Monitoring Notification Decal) must be on telephones (excluding tactical telephones) and fax machines (excluding machines that are part of another device) in the Army, including secure telephone units, third generation (STU-IIIs). When the DD Form 2056 is put on STU-III instruments and fax machines used to send and receive classified information, the statement "DO NOT DISCUSS CLASSIFIED INFORMATION" will be removed.

➤ A computer log-on security notice is on all computer systems (AR 380-53).

➤ New personnel will receive a briefing on the information above.

The Office of the Deputy Chief of Staff, Intelligence, HQ USAREUR/7A, can provide more information about communications security (370-7214).

## BLACK BERETS IN USAREUR

USAREUR should begin receiving black berets from late September to early October. Berets will be distributed to soldiers through servicing central issue facilities.

When beret distribution is nearly complete, HQ USAREUR/7A will designate a date (probably in November) when soldiers in theater will don the beret without ceremony. Until then, the battle dress uniform (BDU) cap (patrol cap) remains the garrison headgear.

Soldiers—

➤ Reporting to USAREUR on permanent assignment from units where the beret is already being worn will store their berets until all soldiers in theater begin wearing them.

➤ Visiting USAREUR on temporary duty (TDY) will wear the uniform prescribed by their parent unit.

➤ Departing USAREUR will be issued a beret on arrival at units where they are being worn.

## NEW ELECTRONIC REGULATIONS

The following USAREUR regulations have just been published and are available only in electronic format in the Electronic Library of USAREUR Publications and AE Forms at <http://www.aeaim.hqusareur.army.mil/library/home.htm>:

➤ USAREUR Regulation 215-50, 22 June 2001, Child and Youth Services Sports and Fitness Program

➤USAREUR Regulation 710-2, 21 June 2001, Supply Policy Below the Wholesale Level

## NEW USAREUR COMMAND MEMORANDUMS

The following USAREUR command memorandums have been distributed as shown:

➤Moratorium on Submitting Civilian Personnel Actions, AEAGA-C (370-9416), 31 May 2001 (Dist: B)

➤Approval of Operation and Maintenance, Army (OMA), USAREUR-Funded Purchase Requests and Commitments (PR&Cs) and Military Interdepartmental Purchase Request (MIPR) Requirements, AEAGF-PB (370-6363), 20 June 2001 (Dist: B)

Units included in the distribution should have received their copies. Proponent telephone numbers are listed after the office symbols.

These memorandums are also available in the Electronic Library of USAREUR Publications and AE Forms at <http://www.aeaim.hqusareur.army.mil/library/home.htm>.

## PERSONAL SUBSCRIPTION NOTIFICATION

A new subscription feature has been added to the USAREUR Publications System (UPUBS) to help users know if they have the most current versions publications and blank forms. This feature is called Personal Subscription Notification (PSN). PSN sends users a message when Army and USAREUR publications and forms to which they subscribe have been revised, superseded, or rescinded.

PSN is especially helpful to publications clerks, publication proponents, and individuals whose job performance depends on having the most current policy and procedures.

Publications clerks should contact the United States Army Publications Distribution Center, Europe, to request that their present subscription for Army and USAREUR publications available only in electronic media be converted to the PSN. Clerks will then be able to forward notifications to users who require these items.

Appendix A provides more information about PSN.

## WEEKLY UPDATE

At least once a week, commanders, staff principals, and supervisors are encouraged to check the Weekly Update page in the Electronic Library of USAREUR Publications and AE Forms to see if HQ USAREUR/7A has issued any new USAREUR policy.

The Weekly Update provides a list, week-by-week, of new and revised USAREUR publications and command memorandums, which are the only approved media for issuing USAREUR policy. Checking the Weekly Update is a quick and easy way to stay informed of command policy.

The address of the Electronic Library of USAREUR Publications and AE Forms is <http://www.aeaim.hqusareur.army.mil/library/home.htm>. The Weekly Update can be seen by clicking on the Weekly Update button at the bottom of the first page of the library.

## HOW TO USE THIS BULLETIN

HQ USAREUR/7A publishes the USAREUR Bulletin (UB) on the 1st and 15th of each month.

Only items sent by or through a HQ USAREUR/7A staff office will be accepted for publication in the UB. HQ USAREUR/7A staff offices may send items by fax (370-6568), mail (HQ USAREUR/7A, ATTN: AEAIM-P, Unit 29351, APO AE 09014), or e-mail ([pubsmail@hq.hqusareur.army.mil](mailto:pubsmail@hq.hqusareur.army.mil)).

The UB is distributed only by e-mail. Publications clerks who subscribe to the UB will forward each edition of the UB to e-mail accounts in their areas of responsibility. Other personnel who would like to receive the UB may subscribe to have it delivered directly to their e-mail accounts by sending a request by e-mail to [bulletin@upubs.army.mil](mailto:bulletin@upubs.army.mil). The subject line of the e-mail request should be "Subscribe".

Personnel with questions or comments about this bulletin may contact the UB editor by telephone (370-6755) or e-mail ([pubsmail@hq.hqusareur.army.mil](mailto:pubsmail@hq.hqusareur.army.mil)).

For the Commander:

CHARLES C. CAMPBELL  
*Major General, GS*  
*Chief of Staff*

Official:



MARILYN A. QUAGLIOTTI  
*Brigadier General, GS*  
*Deputy Chief of Staff,*  
*Information Management*

## DISTRIBUTION:

This bulletin is distributed by e-mail and is available only in electronic format.

## APPENDIX A

### PERSONAL SUBSCRIPTION NOTIFICATION

The Personal Subscription Notification (PSN) feature on the USAREUR Publications System (UPUBS) website notifies personnel when Army and USAREUR publications and forms to which they subscribe have been revised, superseded, or rescinded. Notices are sent by e-mail each month with a link to the particular publication or form. Publications-account holders and individual users may use this feature.

Proponents of publications should subscribe to the publications that they reference in their publications. Doing so will ensure that they are notified each time a referenced publication changes.

The PSN feature also allows users to subscribe to the USAREUR Bulletin, USAREUR command policy letters, and command memorandums. Through PSN, these items will be sent directly to subscribers by e-mail.

➤To receive notices on publications and forms, users must go to the UPUBS website at <http://upubs.army.mil>, click on Subscriptions, and provide the information requested (name, telephone number, e-mail address, and

unit name and address) (fig A-1). Users must provide DOD e-mail addresses. Commercial e-mail addresses (for example, [user@aol.com](mailto:user@aol.com), [user@yahoo.com](mailto:user@yahoo.com)) will not be accepted. Subscribers should update their addresses in UPUBS if they change. Accounts and subscriptions will be deleted if UPUBS is unable to deliver messages to the subscriber after three attempts.

➤To subscribe to the USAREUR Bulletin, USAREUR policy letters, and command memorandums, personnel must check the appropriate box on the Subscription Registration page. Personnel who subscribe to USAREUR command memorandums must check the highest distribution level required:

- ➔D: USAREUR commands (USAREUR Reg 10-5, app A).
- ➔C: Area support groups, base support battalions, and area support teams.
- ➔B: Battalions, brigades, and separate companies.
- ➔A: Companies.

UPUBS MAIN - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://127.0.0.1> Go Links

**Subscription Registration**

First Name	Last Name	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Email Address	
<input type="text"/>	<input type="text"/>	
Unit Name / Address		Subscriptions
<input type="text"/>		<input type="checkbox"/> USAREUR Policy Letters <input type="checkbox"/> USAREUR Bulletin
		<b>HQ USAREUR Memorandums</b>
		<input type="checkbox"/> Distribution - D <input type="checkbox"/> Distribution - B
		<input type="checkbox"/> Distribution - C <input type="checkbox"/> Distribution - A
Password: <input type="text"/>		<a href="#">(click here for Distribution code descriptions)</a>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		

You are Visitor # 0000371

Done Internet

Figure A-1. PSN Subscription Page in UPUBS

➤To subscribe to Army and USAREUR publications and forms, users must submit a query for the required item (fig A-2). (The Help page provides more information on how to find items.)

Subscribers will receive a monthly status list of all items subscribed to by e-mail. This list will show if an item is still current or if changes have occurred during the last month. The monitored changes will include the following:

- Publication change numbers.
- Unit-of-issue changes.
- Electronic versions.
- Rescission and supersession dates.

Subscription records will be updated to show changes to publications and forms. Users may view these records on-line. Changed records will be “reset” each month to show no change. Subscription records that show the status of an item as obsolete will be deleted.

Subscribers will have a “cookie” saved to their computers to help identify the subscriber and to avoid repetitive input when subscribing. If the cookie is deleted or if the subscriber logs in from another computer, the subscriber must look up and re-save his or her account information.

The POCs are Mr. Stamper, DSN 320-3731 or e-mail: paul.stamper@usapdce.frankfurt.army.mil, and Ms. Brehm, DSN 370-6348 or e-mail: brehmm@hq.hqusareur.army.mil.

The screenshot shows a web browser window titled "UPUBS MAIN - Microsoft Internet Explorer". The address bar shows "http://127.0.0.1". The page is titled "Publication Subscription Page". On the left is a blue navigation menu with links: Home Page, Account Login, Forms, Publications, Bulletins, Misc Tables, Subscriptions, Site Info, Help, Warning, Links, Personnel, Map. Below the menu is a visitor counter showing "You are Visitor # 000037". The main content area has a table titled "Not Currently on Subscription" with columns: PIN, Item Nomenclature, Date, and Unit Issue. The table contains one row: PIN 058039, Item Nomenclature AR 25-1, Date 000115, and Unit Issue EMO. Below the table is a search form with a "Title" label and a text box containing "ARMY INFORMATION MANAGEMENT". At the bottom of the form are two buttons: "Return" and "Save Subscription".

PIN	Item Nomenclature	Date	Unit Issue
058039	AR 25-1	000115	EMO

Title: ARMY INFORMATION MANAGEMENT

Return Save Subscription

Figure A-2. Publication Subscription Page in UPUBS